

City of Franklin
9229 W. Loomis Road
Franklin, Wisconsin 53132
 (414) 425-4024 ♦ Fax (414) 427-7691

Department of City Development

SUBMITTAL PROCEDURES AND CHECK LISTS FOR
CDA SITE PLAN REVIEW

Ashley Booth, Planner 9229 W. Loomis Road Franklin, WI 53132	Tere Wilson, Secretary Monday – Friday 8:30 a.m. to 5:00 p.m.	Ryan Mentkowski, Planner (414) 425-4024 Fax (414) 427-7691
twilson@franklinwi.gov		

All Site Plan applications must be prepared in accordance with the instructions and information requirements contained herein as well as requirements of the City of Franklin Unified Development Ordinance (UDO).

Site plan review is categorized into minor site plans and major site plans. A minor site plan application would involve any minor site changes including but not limited to parking, driveways, landscaping or dumpster enclosures. A major site plan application would be an addition of at least 10% to an existing structure or a site plan for a new project/structure.

Pre-Application Conference: Prior to formal submittal of plans, Applicant shall meet with Planning and Engineering staff to review a concept plan and discuss the proposal. (There may be times when Planning staff will suggest applicants first provide a concept plan for review by the Plan Commission.)

Plan Commission Review: Applicant shall make a full presentation of the project to the Plan Commission. Final decision to approve, approve conditionally, or deny the application is at discretion of the Plan Commission.

☐ **Submittals by appointment only.** Please call Planning Secretary for appointment.

Application packets shall include: (Staff may require additional information as needed.)

☐ **Completed Application Form**

☐ **Processing Fee**

Site Plan	<input type="checkbox"/>	\$2,000, payable to City of Franklin
Site Plan (lot size <=1acre)	<input type="checkbox"/>	\$1,000, payable to City of Franklin
Site Plan (<=%10 change)	<input type="checkbox"/>	\$500.00, payable to City of Franklin
Misc.	<input type="checkbox"/>	\$125.00, payable to City of Franklin

☐ **Owner Verification** If the applicant is not the owner of record, the legal owner's signature must be on the application OR a letter of authorization from the owner must accompany the application.

☐ **Site Plan UDO Plan Review Checklist** Completed, signed and attached. (see attachment)

☐ **Letter of Intent and Project Description** showing the relationship of proposed Site Plan to the City's adopted Comprehensive Master Plan, detailed neighborhood or planning district plans, general characteristics of uses to be included in proposed Site Plan.

☐ **Submittal Copies** A submittal is not complete and will not be reviewed until correct number of sets, collated and folded to 8-1/2" x 11", are submitted:

☐ **Eleven (20)** full-sized sets of the Site Plan.

☐ **Five (5)** full-sized sets of the Landscape Plan per UDO 15-7.0103.

☐ **Summary of Estimated Value** of structures and public improvements, including landscaping, signage, parking lots curb and gutter, additions to the built environment.

Caution: NO disturbance of land, including grading, brush cutting and filling, without submittal of a Natural Resource Protection Plan, is allowed.

Incomplete applications will not be accepted.

City of Franklin Department of City Development General Submittal Information

1. **Pre-application conference** is required before submittal of the application. Please contact the Planning Department to schedule this conference. No applications will be accepted until the pre-application conference has been held.
2. **Application and Project Submittal.** The applicant must submit all of the information required on the application. Staff review will take at least (3) business weeks.
3. **Staff Review Conference.** Staff will meet with the applicant and/or the applicant's consultant(s) to provide comments.
4. **Revised Plans.** Applicant must submit copies of revised plans for review as soon as revisions are completed.
5. **Staff Review of Revisions.** Staff will complete review of revised plans within one (1) week of submittal.

If Staff finds revisions to be complete and correct, the applicant will be contacted and advised that they can bring in complete collated copies for the next Community Development Authority meeting agenda. Community Development Authority packet copies must be submitted no later than 4:00 p.m. the Thursday before the next meeting.

Should you have any questions concerning the application or any other aspect of the review process, please contact the Planning Department during the hours indicated above.

City of Franklin – Department of City Development Site Plan Application

Project Name _____

PROPERTY INFORMATION

Tax Key Number(s) _____

Property Address or Section & 1/4 Section _____

Current Zoning _____ Proposed Zoning (if applicable) _____

Present Use _____ Intended Use _____

APPLICANT If the applicant is not the owner of record, the legal owner/owners' signature must be on the application OR a letter of authorization from the owner must accompany the application.

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email Address _____

CONTACT PERSON FOR PROJECT (Surveyor/Attorney/ Architect/Engineer)

Name _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email Address _____

Applicant agrees that any approval issued on representations made in this submittal, and any subsequently issued building permits or other type of permits may be revoked without notice if there is a breach of representations or conditions of approval. Applicant/owner by signature understands and accepts responsibility for completion of all required on-site and off-site improvements as shown and approved on final plan (including landscaping, paving, lighting, etc.) prior to receiving a Certificate of Occupancy.

By the execution of this Application, Applicant authorizes the City of Franklin or its agents to enter upon the property between 7:00 a.m. and 7:00 p.m. daily for the purpose of inspection. Applicant grants this authorization even if Applicant has posted this property against trespassing pursuant to Section 943.13 Wis. Stats.

Applicant hereby certifies that: (1) All statements and other information submitted as part of this application are true and correct to the best of Applicant's knowledge; and (2) APPLICANT HAS READ AND UNDERSTANDS ALL INFORMATION IN THIS PACKET.

Applicant Signature: _____ **Date:** _____

Owner's Signature: _____ **Date:** _____

Owner's Signature: _____ **Date:** _____

Owner's Signature: _____ **Date:** _____

SITE PLAN CHECKLIST

Date of Submittal			
Tax key ID #			
Project Name			
Staff Use	Complete or NA	Required Information	Ordinance #
		Scale and Name of Project	15-7.0103-A
		Owner's and/or Developer's Name and Address	15-7.0103-B
		Architect, Surveyor and/or Engineer's Name and Address (seal and/or stamp)	15-7.0103-C
		Date of Site Plan Submittal with all Dates of Revisions w/ Reviser's Initials	15-7.0103-D
		Site Size in Square Feet and Acres	15-7.0103-E
		Existing and Proposed Topography (2' intervals)	15-7.0103-F
		Soils Data	15-7.0103-G
		Off Street Parking Spaces, Loading, Ingress and Egress, Driveway Locations of Adjoining Prop.	15-7.0103-H
		Type, Size, and Location of All Existing and Proposed Structures and Signs	15-7.0103-I
		Building Height	15-7.0103-J
		Existing and Proposed Street Names	15-7.0103-K
		Existing and Proposed Public Street Rights-of-way or Reservations	15-7.0103-L
		Building and Yard Setbacks	15-7.0103-M
		Proposed Sanitary Sewers, Storm Sewers and Water Mains	15-7.0103-O
		Proposed Stormwater Management Facilities	15-7.0103-P
		Natural Resource Protection Plan*	15-7.0103-Q
		Landscape Plan**	15-7.0103-R
		Site Intensity and Capacity Calculations	15-7.0103-S
		Pedestrian Sidewalks and Walkways	15-7.0103-T
		Development Staging/Phasing	15-7.0103-U
		Arch. Plans, Elevations, and Perspective Drawings and Sketches, Materials, Color Samples	15-7.0103-V
		Lighting Plan* with Photometrics	15-7.0103-W
		Easements (existing and proposed) with Dimensions	15-7.0103-X
		Highway Access	15-7.0103-Y
		Existing and Proposed Zoning Boundaries	15-7.0103-Z
		Market Analysis (required for commercial properties greater than 30,000 sq. ft. land area)	15-7.0103-AA
		Project Summary (Fiscal Impact, Operat. Info., Bldg-phasing Schedule, Est. Project Costs)	15-7.0103-CC
		Value and Site Improvements Costs	
		Additional Data as required by Planning, Engineering, or Plan Commission	15-7.0103-DD
		Vision Corner Easements	

* If required ** If natural resources, as defined in the City of Franklin Unified Development Ordinance, are present

Staff Notes

Reviewer's Initials: _____

NATURAL RESOURCE PROTECTION PLAN CHECKLIST

Staff Use	Complete or NA	Natural Resources that must be Identified, Measured, Graphically Depicted	Ordinance #
		Steep Slopes, measured & graphically Indicated	15-4.0102-A
		Woodlands and Forests, as defined, measured & graphically Indicated	15-4.0102-B
		Lakes and Ponds, measured & graphically Indicated	15-4.0102-C
		Streams, measured & graphically Indicated	15-4.0102-D
		Shore Buffers, measured & graphically Indicated	15-4.0102-E
		Floodplain(s), Floodway(s) & Floodland(s), measured & graphically Indicated	15-4.0102-F
		Drainageways (as defined in the City of Franklin Unified Development Ordinance), measured & graphically Indicated	15-4.0102-G
		Wetlands and Shoreland Wetlands, measured & graphically Indicated	15-4.0102-H
		Project Name	15-7.0201-A
		Location (physical address and/or Section - 1/4 Section information)	15-7.0201-B
		Scale, North Arrow, Contours (2' interval)	15-7.0702-L
		Names, Addresses, Telephone #s of Owners, Subdividers, Lessee & Developer	15-7.0201-C
		Date and All Applicable Revision Dates	15-7.0201-D
		Site Boundary	15-7.0201-E
		Lot Lines, Right of Way Lines and Easements	15-7.0201-F
		Existing Streets	15-7.0201-G
		Easements along property boundaries adjacent to the site	15-7.0201-H
		Location and extent of existing Natural Resource features	15-7.0201-I
		Disturbed and Preserved Nat. Resource Features (shown graphically and in numerical sequence on plan)	15-7.0702-J
		Method of Natural Resource Preservation (Conservation Easements)	15-7.0702-K
		Site Intensity Calculations	15-7.0702-N
		Mitigation Plan (See attached pages)	15-4.0103
		Name of Person Performing Wetland Delineation	
		Date of Wetland Delineation	
		50' Wetland Building Setback Lines, identified & dimensioned	
		75' Shoreland Buffer Areas, identified & dimensioned	
Signature of the person preparing this checklist			
Staff Notes		Reviewer's Initials: _____	

LANDSCAPE PLAN CHECKLIST

Staff Use	Complete or NA	Required Information	Ordinance #
		Location	15-7.0301-B
		Names, addresses & phone numbers of Owners, Subdividers, Lessee and/or Developers	15-7.0301-C
		Date and all Applicable Revision Dates	15-7.0301-D
		Site Boundary	15-7.0301-E
		Landscape Bufferyard Easements and Natural Resource Mitigation Areas	15-7.0301-F
		Location, extent, types & sizes of existing trees and Natural Resource features	15-7.0301-G
		Location, extent, types & sizes of landscape materials and plantings	15-7.0301-H
		Natural Resource Features Mitigation Plan	15-7.0301-I
		Provisions for maintenance of Landscape Easement Areas	15-7.0301-J
		The planting list is free of prohibited species.	
<div style="border-bottom: 1px solid black; width: 100%;"></div> Signature of the person preparing this checklist			
Staff Notes		Reviewer's Initials: _____	

LIGHTING CHECKLIST

Staff Use	Complete or NA	Required Information	Ordinance #
		Catalog page, cut sheet or photograph of the luminaire, including the mounting method	15-5.0402 (B)(1)
		Photometric data test report of the proposed luminaire graphically showing the lighting distribution at all angles vertically and horizontally around the luminaire.	15-5.0402 (B)(2)
		Plot plan indicating the location of the proposed luminaire(s), mounting and/or installation height(s) in feet, the overall illumination levels (in footcandles) & uniformities on the site and the illumination levels (in footcandles) at the property boundary lines.	15-5.0402 (B)(3)
		Graphic depiction of the luminaire lamp (or bulb) concealment and light cut-off angles.	15-5.0402 (B)(4)
<div style="border-bottom: 1px solid black; width: 100%;"></div> Signature of the person preparing this checklist			
Staff Notes		Reviewer's Initials: _____	

DIVISION 15-3.0500 SITE INTENSITY AND CAPACITY CALCULATIONS

SECTION 15-3.0501

NATURAL RESOURCE PROTECTION AND SITE INTENSITY AND CAPACITY CALCULATIONS FOR RESIDENTIAL AND NONRESIDENTIAL USES REQUIRED

- A. **Recognition of Natural Resource Features.** This Ordinance recognizes that landforms, parcel size and shape, and natural resource features vary from site to site and that development regulations must take into account these variations. The maximum density or intensity of use allowed in any zoning district is controlled by the various district standards set forth for each of the various zoning districts of this Ordinance.
- B. **When Natural Resource Protection and Site Intensity and Capacity Calculations Are Required.** Natural resource protection is required for all development and the site intensity and capacity calculations set forth in this Division shall be made for each parcel of land to be used or built upon in the City of Franklin including all new Certified Survey Maps, Preliminary Plats, condominiums, multiple-family residential developments, all nonresidential development, and as may be required elsewhere in this Ordinance except as excluded under the provisions of Section 15-3.0501C. of the Unified Development Ordinance.
- C. **Exclusions (When Natural Resource Protection and Site Intensity and Capacity Calculations Are Not Required).** Natural resource protection shall not be required and the site intensity and capacity calculations set forth in this Division shall not be required for the construction of single-family and two-family residential development located on non-divisible existing lots of record within existing platted Subdivisions (with an approved Final Plat), Certified Survey Maps, and Condominiums existing on August 1, 1998, the effective date of this Ordinance or for which a natural resource protection plan and site intensity capacity calculations were filed at the time of division after August 1, 1998.

SECTION 15-3.0502 CALCULATION OF BASE SITE AREA

The *base site area* shall be calculated as indicated in Table 15-3.0502 for each parcel of land to be used or built upon in the City of Franklin as referenced in Section 15-3.0501 of this Ordinance.

Table 15-3.0502
WORKSHEET FOR THE CALCULATION OF BASE SITE AREA
FOR BOTH RESIDENTIAL AND NONRESIDENTIAL DEVELOPMENT

STEP 1:	Indicate the total gross site area (in acres) as determined by an actual on-site boundary survey of the property.	_____ acres
STEP 2:	Subtract (-) land which constitutes any existing dedicated public street rights-of-way, land located within the ultimate road rights-of-way of existing roads, the rights-of-way of major utilities, and any dedicated public park and/or school site area.	- _____ acres
STEP 3:	Subtract (-) land which, as a part of a previously approved development or land division, was reserved for open space.	- _____ acres
STEP 4:	In the case of " <i>Site Intensity and Capacity Calculations</i> " for a proposed <i>residential use</i> , subtract (-) the land proposed for nonresidential uses; or In the case of " <i>Site Intensity and Capacity Calculations</i> " for a proposed <i>nonresidential use</i> , subtract (-) the land proposed for residential uses.	- _____ acres
STEP 5:	Equals "Base Site Area"	= _____ acres

SECTION 15-3.0503

CALCULATION OF THE AREA OF NATURAL RESOURCES TO BE PROTECTED

All land area with those natural resource features as described in Division 15-4.0100 of this Ordinance and as listed in Table 15-3.0503 and lying within the *base site area* (as defined in Section 15-3.0502), shall be measured relative to each natural resource feature present. The actual land area encompassed by each type of resource is then entered into the column of Table 15-3.0503 titled "Acres of Land in Resource Feature." The acreage of each natural resource feature shall be multiplied by its respective *natural resource protection standard* (to be selected from Table 15-4.0100 of this Ordinance for applicable agricultural, residential, or nonresidential zoning district) to determine the amount of resource protection land or area required to be kept in open space in order to protect the resource or feature. The sum total of all resource protection land on the site equals the *total resource protection land*. The *total resource protection land* shall be calculated as indicated in Table 15-3.0503.

Table 15-3.0503
WORKSHEET FOR THE CALCULATION OF RESOURCE PROTECTION LAND

Natural Resource Feature	Protection Standard Based Upon Zoning District Type (circle applicable standard from Table 15-4.0100 for the type of zoning district in which the parcel is located)			Acres of Land in Resource Feature	
	Agricultural District	Residential District	Non- Residential District.		
Steep Slopes:					
10-19%	0.00	0.60	0.40	X _____ =	_____
20-30%	0.65	0.75	0.70	X _____ =	_____
+ 30%	0.90	0.85	0.80	X _____ =	_____
Woodlands & Forests:					
Mature	0.70	0.70	0.70	X _____ =	_____
Young	0.50	0.50	0.50	X _____ =	_____
Lakes & Ponds	1	1	1	X _____ =	_____
Streams	1	1	1	X _____ =	_____
Shore Buffer	1	1	1	X _____ =	_____
Floodplains/Floodlands	1	1	1	X _____ =	_____
Wetland Buffers	1	1	1	X _____ =	_____
Wetlands & Shoreland Wetlands	1	1	1	X _____ =	_____
TOTAL RESOURCE PROTECTION LAND (Total of Acres of Land in Resource Feature to be Protected)					

Note: In conducting the calculations in Table 15-3.0503, if two or more natural resource features are present on the same area of land, only the most restrictive resource protection standard shall be used. For example, if floodplain and young woodlands occupy the same space on a parcel of land, the resource protection standard would be 1.0 which represents the higher of the two standards.

SECTION 15-3.0504**CALCULATION OF SITE INTENSITY AND CAPACITY FOR RESIDENTIAL USES**

In order to determine the maximum number of dwelling units which may be permitted on a parcel of land zoned in a residential zoning district, the site intensity and capacity calculations set forth in Table 15-3.0504 shall be performed.

**Table 15-3.0504
WORKSHEET FOR THE CALCULATION OF SITE INTENSITY AND
CAPACITY FOR RESIDENTIAL DEVELOPMENT**

STEP 1:	CALCULATE MINIMAL REQUIRED ON-SITE OPEN SPACE Take <i>Base Site Area</i> (from Step 5 in Table 15-3.0502): _____ Multiple by Minimum <i>Open Space Ratio (OSR)</i> (see specific residential zoning district OSR standard): X _____ Equals MINIMUM REQUIRED ON-SITE OPEN SPACE = _____ <div style="text-align: right;">acres</div>
STEP 2:	CALCULATE NET BUILDABLE SITE AREA: Take <i>Base Site Area</i> (from Step 5 in Table 15-3.0502): _____ Subtract <i>Total Resource Protection Land</i> from Table 15-3.0503) or <i>Minimum Required On-Site Open Space</i> (from Step 1 above), whichever is greater: - _____ Equals NET BUILDABLE SITE AREA = _____ <div style="text-align: right;">acres</div>
STEP 3:	CALCULATE MAXIMUM NET DENSITY YIELD OF SITE: Take <i>Net Buildable Site Area</i> (from Step 2 above): _____ Multiply by Maximum <i>Net Density (ND)</i> (see specific residential zoning district ND standard): X _____ Equals MAXIMUM NET DENSITY YIELD OF SITE = _____ <div style="text-align: right;">D.U.s</div>
STEP 4:	CALCULATE MAXIMUM GROSS DENSITY YIELD OF SITE: Take <i>Base Site Area</i> (from Step 5 of Table 15-3.0502): _____ Multiply by Maximum <i>Gross Density (GD)</i> (see specific residential zoning district GD standard): X _____ Equals MAXIMUM GROSS DENSITY YIELD OF SITE = _____ <div style="text-align: right;">D.U.s</div>
STEP 5:	DETERMINE MAXIMUM PERMITTED D.U.s OF SITE: Take the <i>lowest</i> of Maximum Net Density Yield of Site (from Step 3 above) or Maximum Gross Density Yield of Site (from Step 4 above): <div style="text-align: right;">D.U.s</div>

SECTION 15-3.0505

**CALCULATION OF SITE INTENSITY AND CAPACITY FOR
NONRESIDENTIAL USES**

In order to determine the maximum floor area which may be permitted on a parcel of land zoned in a nonresidential zoning district, the site intensity and capacity calculations set forth in Table 15-3.0505 shall be performed.

A. Maximum Permitted Floor Area for a Retail Building

1. Notwithstanding the provisions of Table 15-3.0505, no individual retail building in any of the following districts shall exceed a total of 125,000 gross square feet of floor area, including all roofed area.
 - a. B-1 Neighborhood Business District
 - b. B-2 General Business District
 - c. B-3 Community Business District
 - d. B-5 Highway Business District
2. Notwithstanding, any other provision of this Ordinance, no special use permit, PDD District or variance may be approved or granted that would allow a retail building to exceed the size limits of this subparagraph (1) and no nonconforming use or structure may be expanded in any manner that would increase its nonconformance with the limits of subparagraph (1).



Table 15-3.0505
WORKSHEET FOR THE CALCULATION OF SITE INTENSITY AND
CAPACITY FOR NONRESIDENTIAL DEVELOPMENT

STEP 1:	CALCULATE MINIMUM REQUIRED LANDSCAPE SURFACE: Take <i>Base Site Area</i> (from Step 5 in Table 15-3.0502): _____ Multiple by Minimum <i>Landscape Surface Ratio (LSR)</i> (see specific zoning district LSR standard): _____ X _____ Equals MINIMUM REQUIRED ON-SITE LANDSCAPE SURFACE = _____	acres
STEP 2:	CALCULATE NET BUILDABLE SITE AREA: Take <i>Base Site Area</i> (from Step 5 in Table 15-3.0502): _____ Subtract <i>Total Resource Protection Land</i> from Table 15-3.0503) or <i>Minimum Required Landscape Surface</i> (from Step 1 above), whichever is greater: _____ - _____ Equals NET BUILDABLE SITE AREA = _____	acres
STEP 3:	CALCULATE MAXIMUM NET FLOOR AREA YIELD OF SITE: Take <i>Net Buildable Site Area</i> (from Step 2 above): _____ Multiple by Maximum <i>Net Floor Area Ratio (NFAR)</i> (see specific nonresidential zoning district NFAR standard): _____ X _____ Equals MAXIMUM NET FLOOR AREA YIELD OF SITE = _____	acres
STEP 4:	CALCULATE MAXIMUM GROSS FLOOR AREA YIELD OF SITE: Take <i>Base Site Area</i> (from Step 5 of Table 15-3.0502): _____ Multiple by Maximum <i>Gross Floor Area Ratio (GFAR)</i> (see specific nonresidential zoning district GFAR standard): _____ X _____ Equals MAXIMUM GROSS FLOOR AREA YIELD OF SITE = _____	acres
STEP 5:	DETERMINE MAXIMUM PERMITTED FLOOR AREA OF SITE: Take the <i>lowest</i> of Maximum Net Floor Area Yield of Site (from Step 3 above) or Maximum Gross Floor Area Yield of Site (from Step 4 above): (Multiple results by 43,560 for maximum floor area in square feet):	acres (_____ s.f.)

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